

Deputy Director for Plans
3 C 34, Hq.

Tom:

STATINTL

It is with pleasure that I forward the attached letter reporting that [] is one of five winners of special awards to be presented by the Association of Records Executives and Administrators. I am told that [] received direct notification that he has won this award.

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STATINTL

Per Colonel White's note, attached, could you designate someone to represent the Agency at the awards luncheon. We have learned from [] that this essentially is a Records Management Officers' affair so that you may want to suggest to (over)

STAT

Director of Personnel
5 E 56, Hq. []

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[] and his Record Management Officers that they might want to attend this luncheon. [] has some tickets for sale. This is not an affair like the National Civil Service League awards dinner where, as you know, we make an all-out effort to have a large Agency representation. At this particular ceremony all of the Records Management Officers in government will probably be present and it will be enough if the Agency's Records Management Officers decide to go.

STAT

I have already been in touch with Mr. Newgard. When you have designated someone who will represent you and the Agency, please let me know and we will notify Mr. Newgard.

STATINTL

Please Congratulate



for me

LSW

24 SEP 1971



GRAND CENTRAL STATION
NEW YORK, N.Y. 10017

P.O. BOX 14082
WASHINGTON, D.C. 20044

GREATER WASHINGTON, D.C. CHAPTER
P.O. BOX 89
WASHINGTON, D.C. 20044

METROPOLITAN NEW YORK CHAPTER
P.O. BOX 555
TIMES SQUARE STATION
NEW YORK, N.Y. 10036

ASSOCIATION OF RECORDS EXECUTIVES AND ADMINISTRATORS

September 20, 1971

Honorable L. K. White
Executive Director
Central Intelligence Agency
Washington, D. C. 20505


Dear Mr. White:

STAT of your Agency has been selected for special recognition at the Seventh Annual Federal Paperwork Management Awards Luncheon on Wednesday, November 10, to be held at the Washington Hilton Hotel. As a recipient of one of five special awards, we feel you can be proud of the extra effort this manifests on the part of your Agency.

We would be honored to have you present on this occasion and are enclosing a guest ticket for your use at this luncheon. If your schedule will not permit your being present in person, we sincerely hope you will select someone from your staff to represent you and your Agency.

Please advise Mr. Osmond Newgard of the National Archives and Records Service, Washington, D. C. 20408, Code 13, extension 34425, by October 22, 1971, of your Agency plans for representation.

Sincerely,


DUDLEY F. JUDD
International President

Enclosure

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Dir Pers		
2	DDP		
3			
4			
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<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks: Tom & Harry: May I ask you to coordinate on this. Someone should call Mr. Newgard fairly promptly. I suggest DDP or his designee represent the Agency and

FOLD HERE TO RETURN TO SENDER *over*

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Executive Director	24 SEP 197

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FORM NO.
1-67

237

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OFFICIAL ROUTING SLIP											
TO	NAME AND ADDRESS						DATE		INITIALS		
1	Deputy Director for Support 7 D 18, Headquarters						13 MAY 1971		[Signature]		
2	Executive Director-Comptroller 7 E 12, Headquarters						2 JUN 1971		[Signature]		
3											
4	Director of Personnel 5 E 56, Headquarters						4 June 71		[Signature]		
5	DV/Pers/SP						4 JUN 1971		[Signature]		
6	CIBS						7 JUN 1971		[Signature]		
ACTION				DIRECT REPLY				PREPARE REPLY			
APPROVAL				DISPATCH				RECOMMENDATION			
COMMENT				FILE				RETURN			
CONCURRENCE				INFORMATION				SIGNATURE			
Remarks: After signature, please return the original letter and nominating documents to OD/Pers. The appropriate number of copies will then be prepared for submission to the Awards Committee, AREA, as well as for internal distribution.											
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FROM: NAME, ADDRESS AND PHONE NO.								DATE			
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